

2008-Pay-2009 Assessment/Tax Billing Cycle - Porter County - Updated Tue 8/25/09																																						
ID	Task Complete?	Task Name	Actual/Projected Start Date	Actual/Projected Finish Date	Task Deadline	On Time Status	2008					2009					2010																					
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	
0		2008-Pay-2009 Assessment/Tax Billing Cycle - Porter Count	NA	NA	NA																																	
1	✓	Submit 2007-pay-2008 real and personal property data to DLGF/LSA	Fri 8/15/08	Fri 8/15/08	Mon 10/1/07																																	
2	✓	Validate all 2007 sales disclosures and submit data to DLGF/LSA	Mon 8/18/08	Tue 3/3/09	Fri 2/29/08																																	
3	✓	Prepare ratio study and submit workbook and ratio study to DLGF	Wed 3/4/09	Tue 7/14/09	Fri 5/23/08																																	
4	✓	Review and approve county ratio study	Wed 7/15/09	Thu 7/16/09	Fri 5/30/08																																	
5	✓	Apply trending factors, review assessed values, and deliver final AV t	Fri 7/17/09	Fri 8/28/09	Tue 7/1/08																																	
6		Apply deductions and exemptions	Fri 8/28/09	Fri 8/28/09	Tue 7/29/08																																	
7		Submit TIF Neutralization forms (if applicable)	Mon 8/31/09	Thu 10/1/09	Tue 7/29/08																																	
8		Review and approve TIF Neutralization	Thu 10/1/09	Thu 10/1/09	Thu 7/31/08																																	
9		Certify net assessed values to DLGF	Thu 10/1/09	Thu 10/1/09	Fri 8/1/08																																	
10	✓	Prepare Form 15 data and submit to DLGF	Tue 1/20/09	Tue 1/20/09	Fri 10/31/08																																	
11	✓	Prepare data extract files and submit 2008-pay-2009 real and persona	Tue 7/7/09	Tue 7/7/09	Mon 12/1/08																																	
12		Adopt budgets, levies and rates	Fri 7/17/09	Thu 9/24/09	Mon 12/1/08																																	
13		File budgets with County Auditor	Fri 9/25/09	Mon 9/28/09	Wed 12/3/08																																	
14		Advertises adopted rates (TAB Rate Chart)	Tue 9/29/09	Mon 10/5/09	Mon 12/15/08																																	
15		Work unit budgets, levies, rates, and certify county budget order	Tue 10/6/09	Mon 10/12/09	Mon 2/16/09																																	
16		Prepare abstract and tax duplicate, and submit 2008-pay-2009 tax billi	Mon 10/12/09	Mon 10/12/09	Mon 3/16/09																																	
17		Prepare and mail tax bills	Tue 10/13/09	Mon 10/19/09	Fri 4/24/09																																	
18		Publish tax rates - 1st advertisement	Mon 10/19/09	Mon 10/19/09	Fri 4/24/09																																	
19		Publish tax rates - 2nd advertisement	Tue 10/20/09	Mon 10/26/09	Fri 5/1/09																																	
20		Publish tax rates - 3rd advertisement	Tue 10/27/09	Mon 11/2/09	Fri 5/8/09																																	
21		Tax billing lead time - spring installment	Mon 11/2/09	Sat 11/7/09	Mon 5/11/09																																	
22		Tax bills due - spring installment	Mon 11/9/09	Thu 11/26/09	Mon 5/11/09																																	
23		Make spring property tax distribution	Fri 11/27/09	Thu 12/31/09	Tue 6/30/09																																	
24		Tax billing lead time - fall installment	Thu 12/31/09	Sat 3/6/10	Tue 11/10/09																																	
25		Tax bills due - fall installment	Sat 3/6/10	Sat 3/6/10	Tue 11/10/09																																	
26		Make fall property tax distribution	Mon 3/8/10	Tue 4/27/10	Thu 12/31/09																																	
On Time Status: Green = On Time or early Yellow = 1-90 days late Red = 91+ days late		Task		Summary		Rolled Up Baseline Milestone																											Project Summary					
		Progress		Rolled Up Task		Rolled Up Progress																											Group By Summary					
		Baseline		Rolled Up Milestone		Split																											Deadline					
		Milestone		Baseline Summary		Baseline Split																																
		Baseline Milestone		Rolled Up Baseline		External Tasks																																
Page 1 Note: Tasks in BOLD have statutory deadlines.																																						